

FUNCTIONAL REQUIREMENTS MATRIX

Functional Category: Applicant Services

Vendor Response Codes:

S = Standard Function ("Out-of-the-Box")

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
	Applicant Services General Requirements					
AS 1.00	The system shall support the function of recruiting and applicant tracking within the State. At a minimum the following broad functions will be supported:					
AS 1.01	Creation of authorization requests					
AS 1.02	Approval of authorization requests					
AS 1.03	Tracking of request status					
AS 1.04	Tracking of applicants					
AS 1.05	Processing of registers and eligibility lists					
AS 1.06	Management of testing and interview process					
AS 1.07	Tracking of the interview process					
AS 2.00	This component shall be integrated with other components of the system, including :					
AS 2.01	Personnel Administration					
AS 2.02	Compensation/classification					
AS 2.03	Position Control					
AS 3.00	All applicant notifications/letters may be by email or US mail based on applicant selectable option					
AS 4.00	Applicant tracking must interface with the following State and external systems					
AS 4.01	Drivers database					
AS 4.02	Resume banks					
AS 5.00	Provide applicant self service for the following:					
AS 5.01	Completion of job applications/profile					
AS 5.02	Reviewing outstanding vacancies					
AS 5.03	Reviewing application status					
AS 5.04	Review standing on various registers					
AS 6.00	System shall be integrated with imaging capability to associate scanned data with an applicant					
AS 7.00	System shall support attachment of comments and other documents (excel, word, etc.) to applicant records					
AS 8.00	Support the generation of user defined letters to applicants based on user defined selection criteria					
AS 9.00	System shall support flexible approval routing/workflow for all system events.					

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Job Authorization Requests and Tracking						
AS 10.00	Support the following types of job openings:					
AS 10.01	Promotional (intra-departmental)					
AS 10.02	Inter-departmental (all State employees)					
AS 10.03	Non competitive					
AS 10.04	Open competitive (internal and external applicants)					
AS 11.00	The system supports notifying applicants by e-mail or US mail of the job opening.					
AS 12.00	System makes job opening information available on a web site and through an IVR based hotline					
AS 13.00	Creation of a job opening within the system automatically makes the position available on the web site and the hotline					
AS 14.00	The system supports applicants having the ability to apply for multiple classifications					
AS 15.00	Job openings can be assigned multiple qualified applicants.					
AS 16.00	Notify user of existing valid eligibility list when a job opening is created					
AS 17.00	All applicant notifications/letters may be by email or US mail based on applicant selectable option					
AS 18.00	Provide capability to post recruiting needs to a web site by agency:					
AS 18.01	Agency					
AS 18.02	Classification					
AS 18.03	Location					
AS 18.04	Roll-off date					
AS 18.05	Comments					
Applicant Tracking						
AS 19.00	System provides an applicant tracking system for both external and internal job applicants.					
AS 20.00	All applicants are tracked as persons in the HR database.					
AS 21.00	System evaluates application data against minimum qualifications for the classifications on the application (application and job classifications coded using skill and experience codes as defined in Personnel Administration requirements)					
AS 22.00	System allows interested applicants to create profiles for job requisition notification based on job class, department, and other pertinent data.					

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AS 23.00	System provides tracking of offers made to applicants tied to individual Certificates					
AS 24.00	Record results of offers					
AS 25.00	The system enables applicant file which can be purged or archived by user defined criteria.					
AS 26.00	Provide for user defined application forms (web based) based on job classifications on application					
AS 27.00	System provides ability to capture education and experience on the application consistent with current State practices (application and job classifications coded using skill and experience codes as defined in Personnel Administration requirements)					
AS 28.00	Allows user to define steps in the hiring process, including non-testing steps and to track the status and results of the steps; for example:					
AS 28.01	System supports pre-employment, criminal background screening for required positions and State designated sensitive positions by establishing workflow processes to track an applicant's progress through the background screening, recording the information regarding the background, medical and psychological check.					
AS 28.02	System to track an applicant progress and prepare sign off letters as appropriate.					
AS 28.03	The system can support scheduling medical appointments (background medical checks) with the available contracted medical facilities.					
AS 28.04	System supports scheduling psychological appointments (background psychological checks) with the available contracted psychologist.					
AS 28.05	Track results of medical assessments					
AS 28.06	Track results of psychological assessments					
AS 29.00	System shall support the tracking of recruiting prospects, including, but not limited to the following:					
AS 29.01	Prospect name and identifying information					
AS 29.02	Classifications of interest					
AS 29.03	Source of prospect					
AS 29.04	History of contacts					
AS 29.05	Next contact type					

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AS 29.06	Next contact date					
AS 30.00	System integrates employee and applicant information with all other components to eliminate duplicate data input.					
	Testing and Examinations					
AS 31.00	Provide for continuous and scheduled testing					
AS 32.00	Record testing and hiring process requirements, including:					
AS 32.01	Steps required (written test, appraisal of promotability, rating from record, etc.)					
AS 32.02	Order of testing steps					
AS 32.03	Dates of tests					
AS 32.04	Locations of tests					
AS 33.00	System must provide for an unlimited number of testing components					
AS 34.00	System provides for administration of tests by various methods, including:					
AS 34.01	Computer based					
AS 34.02	Written					
AS 34.03	Oral					
AS 34.04	Training and work experience					
AS 34.05	Skills based					
AS 35.00	After applications are received, the system must provide for test scheduling based on:					
AS 35.01	Type of test (written, oral, etc.)					
AS 35.02	Location requested					
AS 35.03	Test components which must be taken					
AS 36.00	Notify applicant of testing arrangements, including date, location, logistical information, etc. via mail or email as specified by the applicant					
AS 37.00	Testing component may be specified as general and applicable to many positions (typing test) with expiration dates					
AS 38.00	System stores the test scores of applicants and allows for the transfer of test scores for applicants who have applied for multiple exams					
AS 39.00	General components (typing test) may be skipped for individual applicants that have passed this step for another application process					

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AS 40.00	The system is capable of recording unlimited versions of tests components and related answer keys					
AS 41.00	Scoring / Pass / Fail criteria can be recorded in one or more of the following ways for each unique test number and grade achievement for one or more of the following elements for each unique test component and test set:					
AS 41.01	Test number					
AS 41.02	Attend (Y/N)					
AS 41.02	Method of scoring (time, percentage, count, etc.)					
AS 41.02	Time results					
AS 41.03	Passing grade					
AS 41.04	Skills score					
AS 41.05	Raw score (numeric)					
AS 41.06	Pass / Fail					
AS 41.07	Percentage score					
AS 41.08	Interview score					
AS 41.09	Physical agility component					
AS 41.10	Education and experience rating					
AS 41.11	Other scoring (user defined)					
AS 41.12	Comments					
AS 42.00	System tracks matching answer keys to valid tests (recorded in the same manner as the tests and there can be multiple keys to each test with valid dates and person authorizing)					
AS 43.00	System will track the following information for each answer key:					
AS 43.01	Unique test number that the answer key maps to					
AS 43.02	Unique answer key number					
AS 43.03	Reference to paper file					
AS 43.04	Link to electronic file					
AS 43.05	Valid dates					
AS 43.06	Person authorizing					
AS 44.00	The system records test data by person, linked to the person's information in the HR module, including:					
AS 44.01	Pass / Fail					
AS 44.02	Unique test number (version of the test taken)					
AS 44.03	Test date and time					

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AS 44.04	Person or persons conducting the specific test					
AS 44.05	Response by question					
AS 44.06	Comments					
AS 45.00	System must provide for the processing of the expiration of test scores, at a minimum:					
AS 45.01	Expires after a user defined amount of time					
AS 45.02	Removes the applicant from the appropriate registers					
AS 45.03	Notifies the applicant of the expiration and removal					
AS 46.00	System provides for an exam item bank with lists of numerous questions by exam objective					
AS 47.00	System provides a test item analysis feature that computes and displays standard statistics including test score means, standard deviations, and frequency distributions, and item difficulties, point biserial correlations with total score, and response frequencies, for defined sets of test questions and applicant groups.					
AS 48.00	Provide ability to exclude items that are deemed invalid from final scoring of tests					
AS 49.00	Ability to record multiple scores for the same applicant and the same test					
AS 50.00	Ability to specify whether the system will use the highest or last test score in ranking					
AS 50.01	Globally					
AS 50.02	By job class					
AS 50.03	By test component					
AS 51.00	System provides for recording of ratings for experience, education, etc., at a minimum:					
AS 52.00	System provides for recording and calculation of ratings for experience, education, etc., at a minimum:					
AS 52.01	Provide user defined "relevance" factors for education and experience					
AS 52.02	Provide user defined weighting based on age of experience by years					
AS 52.03	Provide user defined weighting based on number of years of a particular type of experience by year (first year receives x points, second year receives y points, etc.)					

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AS 53.00	System provides the ability to calculate a final earned rating (FER) once all testing components (including rating) are completed to enable placement on the register for each classification applied for, using user define variables such as:					
AS 53.01	Job class					
AS 53.02	Component (test, rating, etc.)					
AS 53.03	Passing score for component					
AS 53.04	Weighting					
AS 53.05	Raw score (numeric)					
AS 54.00	Automatically recalculate FER's if component tests are retaken					
AS 55.00	Produce a user definable score letter/notification with information such as:					
AS 55.01	Component (test, rating, etc.)					
AS 55.02	Score					
AS 55.03	Score range					
AS 55.04	Register rank					
AS 55.05	Text					
Register and Eligibility List Management						
AS 56.00	Register and track all applicants that are eligible for filling a position by class (note: the register for a classification is dynamic, changing each time a new applicant completes the testing process for the classification)					
AS 57.00	Allow a preview list to be created for an approved opening by the following categories, ordered by user defined criteria:					
AS 57.01	Promotional					
AS 57.02	Transfer					
AS 57.03	Rehire					
AS 57.04	Open competitive (appointment)					
AS 57.05	Non-competitive (all have the same ranking)					
AS 57.06	Layoff					
AS 58.00	Provide for the filtering of lists for promotional registers by current agency organization of employees (statewide, department-wide, division, workunit, etc.)					

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AS 59.00	Include the following adjustments when creating the list for an approved opening based on user parameters on which adjustments to apply to which types of openings (final ranking is based on test/ranking scores plus adjustment points):					
AS 59.01	Apply veterans preference points					
AS 59.02	Performance bonus					
AS 59.03	Disabled					
AS 59.04	Other user specified					
AS 60.00	Provide lists to be filtered by approved parameters, including:					
AS 60.01	Geographic breakdown					
AS 60.02	County of preference					
AS 60.03	Legal county (county of residence)					
AS 60.04	Work County					
AS 60.05	Agency organization					
AS 61.00	System must allow for the specification of list hierarchy such that certain types of applicants are always evaluated first (ex - all of those that have been layered off are considered before other candidates)					
AS 62.00	System must specify rules for selecting candidates for inclusion on the list					
AS 62.01	Minimum number					
AS 62.02	All of a particular category (layoffs, disabled, etc.)					
AS 62.03	Other user specified					
AS 62.04	Combinations					
AS 63.00	Once a list is satisfactory to the hiring authority, allow the list to be saved and uniquely identified for use in interviews and appointments (Certificate of Eligibles)					
AS 64.00	Provide the ability to associate a Certificate with a position(s) that are to be filled					
AS 65.00	Provide for the recording of interview results					
AS 66.00	Record offers made and candidate responses					
AS 67.00	Provide for closure of uniquely identified list due to:					
AS 67.01	Expiration after user defined time period					
AS 67.02	Position (s) have been filled (working the list)					
AS 67.03	Cancellation of list by appointing authority					

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AS 68.00	Provide for the notification of applicants removed from the list and the reason for removal					
AS 69.00	Provide for the reinstatement of applicants to the list once they have been removed					
AS 70.00	Provide for the generation of letters to candidates who have been interviewed with user defined format and selection criteria					
AS 71.00	Provide for tracking and audit of all actions taken during the appointment process (working the register), including user defined codes for results					
AS 72.00	Provide user defined rules for monitoring the appointment of candidates that meet the rules for appointment from the Certificate. At a minimum:					
AS 72.01	Register type					
AS 72.02	Picking required from the top x candidates and ties					
AS 72.03	Allows moving down the register once candidates are considered (may be eliminated for user defined reasons)					
AS 72.04	Allows moving down the register once candidates are appointed					
AS 72.05	Provide for correction of errors during the appointment process and reissue of applicant letters if required					
AS 73.00	System must track the status of all uniquely created lists (Certificate of Eligibles)					
AS 74.00	Notify agency x days before a Certificate expires					
AS 75.00	System allows the removal of applicants from a list for user defined reasons					
AS 76.00	System notifies applicants of removal from register, including the reason for the removal					
AS 77.00	System removes applicants from all lists for misstatement on the application					
AS 78.00	System prohibits reapplication for a user define period of time					
	Reporting and Query Requirements					
AS 79.00	The system will provide for online access to all applicant and position data with appropriate security					
AS 80.00	System will include a flexible report writing/query capability that will allow inquiry on any field in any combination and allow reports to be formatted easily by user personnel (

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AS 81.00	System provides listings of vacant/frozen/unfunded positions as required.					
AS 82.00	System prints mailing lists and/or labels for all applicant correspondence.					
AS 83.00	System prints letters or send emails for all employee correspondence					
AS 84.00	System produces statistical reports reflecting historical EEO data on applicants.					